**Job Position:** Director of Finance & Administration  
**Reports to:** Executive Director  
**Supervises:** Finance & Admin Team  
**Status:** Exempt ✗  Non-Exempt □

Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Since 2019 and prior to the onset of the COVID-19 Pandemic, WMS has been in tremendous growth mode - with the honor of being named a legacy business, expansion of two additional ECE sites, awarding of a new before/after school agreement, and the purchase of our physical site at 1400 Judah Street. Our mission is to provide a safe and nurturing high quality Chinese-English bi/trilingual multicultural environment that promotes children’s development while building a supportive community for their families. Wah Mei School operates three (3) program areas: Early Care & Education (0-5), Extended Learning (School-aged), and Community Engagement.

**Summary of Position:** The Director of Finance & Administration has oversight of our fiscal and administration duties of work for Wah Mei School. In working with their team, the Director will be responsible for day-to-day administrative duties (ie: office management, phone, emails, office supplies/machines), and finance (ie: A/R, A/P, monthly/quarterly/annual reports, etc). This position will work closely with the Executive Director, our leadership team of department heads, and the agency’s Board of Directors. Wah Mei is a 85 person organization with program services at five (5) sites and maintains a budget of approximately $7M.
Primary Responsibilities include:

Fiscal:
- Provide vision, leadership, and direction of the Finance & Administration team in support of the agency’s program areas.
- Oversight of agency’s fiscal operations, including but not limited to: A/R, A/P, regular financial reports, bank reconciliation, local and State filings, etc.
- Oversight of the agency’s business operations, including but not limited to: Property Tax Exemption filing, business licenses, liability insurance, etc.
  - Direct, manage, coordinate, and review all accounting functions, including financial reporting, accounts receivable/billing, accounts payable, and federal/state/city reporting requirements
  - Ensure the highest standards of integrity in financial reports, including compliance requirements. • Stay abreast of regulatory developments and industry best practices
  - Produce timely and accurate financial reports for different stakeholders, including internal managers, the board of directors and the Executive Leadership team
  - Hire, mentor, and train accounting team members. Develop goals, conduct performance appraisals, and provide guidance and feedback
  - Update and maintain a documented system of accounting policies and procedures. Educate agency staff to ensure compliance with established policies and procedures
  - Work with and train department leaders to ensure that they have accurate information and skills to manage their department budget and financial goals
  - Manage agency cash flow, including weekly and monthly reporting
  - Coordinate and lead all audit activities, including annual financial and contract audits, timely submission of all required filings
  - Interact effectively with financial vendors, including banking services, funders and auditors.
- Work with the Executive Director to set budgets, monitor expenses, provide financial models, and explore projects/programs expansions and efficiencies
- In working with the Audit Committee and 3rd party Accountant, oversight of the agency’s annual financial audit

Administration:
- Oversight of daily administrative operations, including but not limited to: Office Management, Office Supplies, Ordering/Purchasing, Phone Reception, office machines (ie: copier, fax, etc), alarm system, etc
- Interface with the Board of Directors Finance Committee and the Audit Committee
- In collaboration with the HR department, process regular payroll in a timely manner
- Work with the HR Department to continue, explore and enhance agency’s employee benefits by providing fiscal models and or provide alternatives
- Supervise, support, recruit/hire/screen staff to conduct all duties above
- Serve on the agency’s Leadership team. Liaise between program, operations, and admin, as warranted
- Help to establish Wah Mei School as a community asset, liaison, and anchor institution committed to serving children and families in the context of the Sunset n’hood, as needed
- Seek efficiencies to enhance the agency’s effectiveness to serve children, youth, and families
**Director of Finance & Administration**

**Job Description**

- Assist and support agency special projects and program events (ie: holiday dinner, Spring Gala, Meet & Greet Picnic, etc), as needed.
- Assist, support, and attend special projects and program events (ie: Chinese New Year, cultural celebrations, festivals, special events, etc), as warranted
- Attend trainings, workshops, and management, team, and staff meetings as required
- Other duties as assigned

**Knowledge/Experience/Skills Required:**

- Five (5) year director level experience in finance, administration, and Business Management.
- Knowledge and experience in use of Quickbooks, GAAP accounting practices, financial reporting, and accounting principles.
- Extensive experience in working in non-profit settings and with non-profit accounting principles.
- Experience in management and leadership level position in community based organization non-profit setting
- Experience and or working knowledge of HR (People Operations), helpful
- Flexible and ability to work with a variety of staff team members and business vendors
- Ability to work independently and maintain professional boundaries and confidentiality
- Effective written, oral, and verbal communication with staff and vendors
- Detail oriented and ability to concurrently manage various topics, activities, events, programs, etc
- Expressed interest and active engagement in support of the agency’s mission, programs, activities, and events
- Bilingual or trilingual (Cantonese, Mandarin, English) language, preferred
- Ability to occasionally lift up to 40 pounds

**Education Required:**

- Bachelors in Public Policy, Public Administration, Business Management, Accounting, Finance, Information Technology, and or related fields. Experience may substitute for formal education.